



# **ESD – Code 750 Requirements Document (RQD)**

## **Enterprise Solutions Division (ESD) Code 750 Requirements Document for <Project Name>**

**Document #:** Code750- <Project Name>-RQD-<version>-YYYYMMDD

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**Responsible Office:** Enterprise Solutions Division (ESD), Code 750, GSFC

Code750-<Project Name>-<version>-YYYYMMDD

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## ESD, Code 750 – Requirements Document

### SIGNATORY AUTHORITY

This Requirements Document (RQD) is valid for three (3) years after the last date on the signatures below. At that time, the document content will be reviewed, updated if necessary, and revalidated by the Enterprise Solutions Division (ESD), Code 750, Goddard Space Flight Center (GSFC).

#### Approved by:

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Dwaine Kronser, Division Chief Enterprise Solutions Division, Code 750, GSFC	Date
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#### Approved by:

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Customer, Position/Title Division / Organization	Date
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#### Approved by:

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Customer, Position/Title Division / Organization	Date
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Customer, Position/Title Division / Organization	Date
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#### Prepared by:

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<Name>, / Title <Application Team Lead or Project Manager> Enterprise Solutions Division, Code 750, GSFC	Date
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## 1. INTRODUCTION

### 1.1 Purpose

This document details the specific, measurable, technical and system requirements and criteria defined for planning and executing the <project name>.

### 1.2 Authority and Responsibility

Enterprise Solutions Division (ESD), Code 750 management at Goddard Space Flight Center (GSFC), Greenbelt, Maryland has assigned authority to the Code 750 Project Manager/ Team Lead for the <project name> project to develop, manage and implement this Requirements Document.

### 1.3 Scope

*Describe the scope of this project release.*

### 1.4 Reviews and Deliverables

The <project name> project has been categorized as an ESD/Code 750 project category <enter project category > at this time. Note that this categorization is subject to change once the requirements have been fully assessed by the development team. The Reviews and Deliverables required for this Project/Task are identified in the following checklist. This information should be aligned to and derived from the approved version of the ESD/Code 750 Project/Task Plan (PTP) for the <project name> initiative.

Review/Deliverable Title	Review/Deliverable is required for the <project name> (Yes/No)
Change Request (CR)	Y/N
Scope Document (SCP)	Y/N
Business Case Analysis Report (BCAR)	Y/N
Statement Of Work (SOW)	Y/N
Work Authorizations/Agreements (WA)	Y/N
System Concept Review (SCR)	Y/N
Key Decision Points (KDPs)	Y/N
Requirements Document (RQD)	Y/N
System Requirements Review (SRR)	Y/N
Project Plan	Y/N
Operations Concept Document (OCD)	Y/N
Enterprise Architecture (EA) Review (GSFC)	Y/N
Information Security Concept (ISC) Review (GSFC)	Y/N
Preliminary Design Document (PDD)	Y/N
Internal Design Review (IDR)	Y/N
Preliminary Design Review (PDR)	Y/N
Non-Advocacy Review (NAR)	Y/N
Detailed Design Document (DDD)	Y/N
Critical Design Review (CDR)	Y/N
Implementation Plan (IMP)	Y/N
Test Plan (TP) – Initial/Final Versions	Y/N
Training Materials e.g., Release Notes, User’s Manual	Y/N
Operations Handbook	Y/N
Test Readiness Review (TRR)	Y/N
Operational Readiness Review (ORR)	Y/N
Project Completion Review (PCR)	Y/N

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Review/Deliverable Title	Review/Deliverable is required for the <project name> (Yes/No)
Decommissioning Plan (DP)	Y/N
Decommissioning Review (DR)	Y/N

Table 1: *Reviews and Deliverables*

### 1.5 Assumptions, Contingencies, Constraints

- *List any assumptions, contingencies, and constraints relevant to/impacting this effort.*

### 1.6 Related Documentation

*A PTP for this initiative will be affixed to the RQD and submitted as part of the Application Solutions Package.*

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### 2. REQUIREMENTS ASSESSMENT

#### 2.1 Customer Requirements

*Provide the background on how the requirements outlined in the table below (in this document) came to be captured, and from what organization.*

#### 2.2 Architectural/Platform Requirements

This section identifies the production environment details that will support this application or SharePoint service in production. Enter all that are applicable.

- *Software version:*
- *Database:*
- *Platform:*
- *Server name the application or SharePoint site:*
- *url for website:*
- *Application name for module implementation:*

#### 2.3 Proposed Project Schedule and Estimated Hours

Below is an outline of the **proposed** development milestones/tasks required to complete this initiative. Actual dates are noted if milestones/tasks have been completed prior to the submission of this assessment.

<u>Milestones/Tasks</u>	<u>Baseline Start/End Dates</u>	<u>Actual Start/End Dates</u>
<b>Requirements Analysis *</b>		
–		
<b>Design</b>		
–		
<b>Development</b>		
–		
<b>Testing</b>		
– <i>Code Test</i>		
– <i>System Integration Test</i>		
– <i>Section 508</i>		
– <i>QA (Quality Assurance) Test</i>		
– <i>UAT (User Acceptance Test)</i>		
<b>(proposed) Implementation</b>		

**\*Conducted by Code 750 Business Analysis and PM/TL. Requirements must be baselined in order for the Development phase to begin.**

**The estimated cost to complete this project is <\$ estimated cost>.**

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Rqmt. ID	Requirement	Req. Level			Category										Priority			Parent Rqmt.
		L1	L2	L3	B U S	F U N C	D A T A	O	D E S G	I N T	R P T G	S E C	P R O C	1	2	3		

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### 3. ADMINISTRATION

#### CONTROL INFORMATION

<b>Originating Group:</b>	Code 750 Enterprise Solutions Division	<b>Date:</b> MM/YYYY
<b>Author(s):</b>	<Code 750 representative>	<b>Date:</b> MM/DD/YYYY
<b>Reviewer(s):</b>	<Code 750 representative>	<b>Date:</b> MM/DD/YYYY
<b>Approved by:</b>	Dwaine Kronser, Code 750 Division Chief	<b>Date:</b> MM/DD/YYYY
<b>(Customer) Approved by:</b>	<Customer name(s)>	<b>Date:</b> MM/DD/YYYY
<b>Training provided by:</b>	<list name if applicable>	<b>Date:</b> MM/DD/YYYY
<b>Posting completed by:</b>	<Code 750 representative>	<b>Date:</b> MM/DD/YYYY

#### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline (v1.0)	MM/DD/YYYY	Initial Release



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Appendix A. ACRONYMS

<list acronyms and meanings>
